

This list of Club Officers' Job Descriptions is provided to assist the officers in indentifying their responsibilities as required by the By-laws. The footnotes identify the specific paragraph of the By-laws. Elected and appointed officers serve both the "Club" and the "Holding Company" as governed by Sudan Temple and the State of North Carolina.

President
(Elected¹)

Act as the Executive Officer and shall preside at all meetings of the membership and of the Board of Directors.²

Perform general supervision of all the affairs of the Club.³

Appoint all standing and special committees.⁴

Submit copies of the annual reports for the year just completed prior to the first day of February in the form and detail required by the laws, rules, edicts and regulations of Sudan Temple and the rules, edicts and regulations of the Imperial Shrine of North America.⁵

¹ By-Laws Article IV Administration and Officers Elections, Section 2.

² By-Laws Article IX Officers, Section 2.

³ By-Laws Article IX Officers, Section 2.

⁴ By-Laws Article IX Officers, Section 2.

⁵ By-Laws Article IX Officers, Section 7.

First Vice President
(Elected⁶)

In absence of the President, perform the duties of President as needed.⁷

⁶ By-Laws Article IV Administration and Officers Elections, Section 2.

⁷ By-Laws Article IX Officers, Section 3.

Secretary
(Elected⁸)

Notice shall be sent by the secretary to each member by regular bulletin to arrive at their home at least five (5) days prior to the meeting.⁹

Keep and maintain a complete and detailed record of the proceedings of the Board.¹⁰

Issue all notices of meetings.¹¹

Be the custodian of the Seal.¹²

Promptly execute all forms and answer all correspondence received from the Temple affecting the Club or the Temple.¹³

Submit copies of the annual reports for the year just completed prior to the first day of February in the form and detail required by the laws, rules, edicts and regulations of Sudan Temple and the rules, edicts and regulations of the Imperial Shrine of North America.¹⁴

⁸ By-Laws Article IV Administration and Officers Elections, Section 2.

⁹ By-Laws Article V Meetings, Section 2.

¹⁰ By-Laws Article IX Officers, Section 4.

¹¹ By-Laws Article IX Officers, Section 4.

¹² By-Laws Article IX Officers, Section 4.

¹³ By-Laws Article IX Officers, Section 4.

¹⁴ By-Laws Article IX Officers, Section 7.

Treasurer
(Elected¹⁵)

Custodian of all funds and shall receive and safely keep, and account for, all monies, securities, and financial records of the Club, and shall make payments and disbursements as directed by the Board of Directors.¹⁶

¹⁵ By-Laws Article IV Administration and Officers Elections, Section 2.

¹⁶ By-Laws Article IX Officers, Section 6.

Second Vice President
(Elected¹⁷)

In absence of the President and First Vice President, perform the duties of President as needed.¹⁸

¹⁷ By-Laws Article IV Administration and Officers Elections, Section 2.

¹⁸ By-Laws Article IX Officers, Section 3.

Third Vice President
(Elected¹⁹)

In absence of the President, First Vice President and Second Vice President, perform the duties of President as needed.²⁰

¹⁹ By-Laws Article IV Administration and Officers Elections, Section 2.

²⁰ By-Laws Article IX Officers, Section 3.

Assistant Secretary/Treasurer
(Elected²¹)

In the absence of the Secretary or Treasurer, perform those
duties.²²

Responsible for notifying members of all Board Meetings.²³

²¹ By-Laws Article IV Administration and Officers Elections, Section

2.

²² By-Laws Article IX Officers, Section 5.

²³ By-Laws Article IX Officers, Section 5.

Board of Directors
(Elected²⁴)

Manage the affairs and business of the Club.²⁵

Upon vacancy in the membership of the Board of Directors by death resignation, military PCS orders or removal from office, appoint some qualified Noble for the unexpired term of such member at the next regular Board meeting.²⁶

Responsible for insuring quiet and orderly conduct at any and all business, entertainment, and social meetings of the Club.²⁷

Authorize the officers of the Club to make contracts, purchases, or payments in the orderly administration of the affairs of the Club and not to exceed original commitments without further approval or budgetary controls.²⁸

²⁴ By-Laws Article VIII Board of Directors, Section 3.

²⁵ By-Laws Article VIII Board of Directors, Section 2.

²⁶ By-Laws Article VIII Board of Directors, Section 5.

²⁷ By-Laws Article VIII Board of Directors, Section 8.

²⁸ By-Laws Article VIII Board of Directors, Section 9.

Ex-officio member of the Board of Directors²⁹

²⁹ By-Laws Article VIII Board of Directors, Section 4.

Scribe³⁰

Assist the Secretary in any way possible.

Prepare any articles or information to be published locally or elsewhere.

Give special attention to publication of club information in the Sudan Temple publication, Red Fez.

³⁰ Policies and Procedures 11/4/85 Article V Club Administration - Officers-Directors, Paragraph 4.

Chaplain³¹

Deliver the invocation and benediction at the opening and closing of club functions as appropriate.

Maintain contact with the chairman of the sickness and visitation committee.

Inform the Club of sickness and death within the membership.

³¹ Policies and Procedures 11/4/85 Article V Club Administration - Officers-Directors, Paragraph 4.

Marshall³²

Shall supervise and enforce proper behavior at all meetings and functions of the club.

Maintain decorum and require all members to conduct themselves as gentlemen while at the club or at any club sponsored function.

All members will be expected to assist the Marshall in the performance of his duties at any club or Shrine function.

³² Policies and Procedures 11/4/85 Article V Club Administration - Officers-Directors, Paragraph 4.